



**Asset Manager – Leasing, Transactions and Right of Way  
South Puget Sound Region  
Recruitment # 2007-07-4504**

**- INTERNAL JOB OPPORTUNITY-**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

**Job Classification:** Natural Resource Specialist 3

**Type of Position:** This is a permanent position  
This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

**Monthly Salary Range:** \$3,479 – \$4,562

**Benefits Package:** Health and dental insurance, retirement pension, vacation, sick leave and holidays

**Posting Date:** July 2, 2007

**Closing Date:** July 13, 2007

**Location:** Enumclaw, WA

**POSITION PROFILE**

This position reports directly to the Asset Operations Section Administrator of the South Puget Sound Region. The primary duty location of this position will be on trust lands in the entire South Puget Sound Region, which includes King, Pierce, Kitsap, and Mason Counties. This position is part of the South Puget Sound Region's Asset Operations team and will work with all state lands staff on leasing, transactions, right of ways and asset enhancement opportunities within the region. Primary duties are: 1) Manage region's right of way and leasing program 2). Assist Asset Operations Section Administrator in region wide transactions 3) Enhance assets of lands managed in entire region.

**REQUIRED POSITION QUALIFICATIONS**

- Experience administering right of way, road easements, and road use permits.
- Demonstrated knowledge of lease operations and interpreting use authorization.
- Demonstrated knowledge of land transaction and asset enhancement skills and methods.
- Ability to communicate effectively in writing and verbally in both small and large group settings.
- Familiarity with the principles and practices of trust land asset enhancement is crucial.
- Highly developed planning, writing, negotiation, budgeting, oral communication, and public presentations skills including the ability to present information to community groups through effective public outreach.
- Fluency in current word processing, spreadsheet, and presentation software.
- Knowledge of region political systems, special interest groups, other agencies and the general public.

- Ability to effectively communicate and conduct collaborative meetings with a large variety of stakeholders and the media.
- Understanding agency policies and goals, especially as it relates to leasing, right of ways, transactions and land use planning.

### DESIRED POSITION QUALIFICATIONS

- Familiarity with Washington Department of Natural Resources asset management and trust land management responsibilities and practices.
- Field experience acquiring, issuing, evaluating, and checking legal access for management operations
- Experience with road layout and design
- Prior experience in managing assets across large forested landscapes with complex levels of public interest.
- Additional education specializing in business administration or land management enhancement.

All of the skills and technical competencies described above are **generally achieved** through a bachelor's degree in business administration, natural resource management, forest management, or closely related field, with four years professional experience applying asset enhancement techniques to complex landscapes involving many stakeholders. A candidate might also achieve these skills and competencies through completing two years as a Natural Resource Specialist 1 or 2 with emphasis in business management, negotiations, transactions or land management.

### SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- The position will require approximately 3 days per week in the office for processing use authorizations and public contact
- Travel is required and essential to this position.
- A valid driver's license and two years of driving experience is required.

### WHO MAY APPLY

DNR employees who meet the required qualifications for this position may apply.

### APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications.
- A resume with three or more professional references.
- A completed application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)
- Finalist will be asked to provide a driving abstract issued from the state in which you are currently licensed.

The first screening will be based on information contained in your letter of interest, resume and your state application.

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Submit all materials by the closing date to:

[Gretchen.murray@wadnr.gov](mailto:Gretchen.murray@wadnr.gov)

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By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Contact Gretchen Murray at 360.802.7026.